

Answers4Families-Foster/Adoptive GRANT

BETWEEN THE

**NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES**

AND

BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA

This grant is entered into by and between the Nebraska Department of Health and Human Services, **Division of Children and Family Services** (hereinafter the "Department"), and the Board of Regents of the University of Nebraska on behalf of the University of Nebraska Center on Children, Families and the Law (hereinafter the "University").

PURPOSE: This is a grant by the State of Nebraska, Department of Health and Human Services to the University of Nebraska at Lincoln, Center on Children, Families, and the Law (CCFL) to continue to sustain the following population groups on the Answers4Families.org website: Foster Parents, Adoptive Parents, Grandparents as Caregivers, Foster Youth, and Service Providers.

I. TERM AND TERMINATION

- A. TERM. This grant is in effect from July 1, 2008 until June 30, 2009.
- B. TERMINATION. This grant may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least 30 (Thirty) days prior to the effective date of termination. The Department may also terminate this grant in accord with the provisions designated "AVAILABILITY OF FUNDING" and "BREACH OF GRANT." In the event either party terminates this grant, the Grantor shall provide to the Department all work in progress, work completed, and materials provided to it by the Department in connection with this grant immediately.

II. CONSIDERATION

- A. The Department agrees to pay the University the total amount not to exceed \$31,981.58 (thirty-one thousand, nine hundred eighty one dollars and fifty eight cents) for the services specified herein.

PAYMENT STRUCTURE. Payments shall be made upon receipt of a billing statement, which must be submitted to the Department quarterly. Requests for billing must be

accompanied by a summary of work performed during the period for which reimbursement is sought. Payments will be made based on the Department's determination of satisfactory performance.

III. SCOPE OF SERVICES

The Grantor agrees to perform the following services:

A. Recipient agrees to:

1. Maintain the Nebraska Resource and Referral System (NRRS) database;
2. Maintain electronic mail discussion groups;
3. Maintain a World Wide Web resource for families, foster and adoptive parents, grandparents as caregivers, foster youth and;
4. Coordinate and participate in networking and communication regarding the above three items;
5. Provide general support of programs for foster and adoptive families and foster youth;
6. Coordinate and participate in networking and communication with other agencies involved in foster and adoptive projects and foster youth within the State of Nebraska; and
7. Develop policies, procedures and processes in conjunction with Department staff and other so designated by the Department and subject to final approval by the Department.

Additional detail concerning the specific Scope of Services:

Permanency Outcome:		
Placement Stability		
<ul style="list-style-type: none"> • Two or Fewer Placement Settings for Children in Care for Less Than 12 Months • Two or Fewer Placement Settings for Children in Care for 12 to 24 Months • Two or Fewer Placement Settings for Children in Care for 24 Months or More 		
Absence of Maltreatment in Foster Care Indicator		
Goal # 1 : Support Foster and Adoptive Parents, Grandparents as Caregivers:		
	Activity	Performance Measure

<p>...by maintaining a web-based Discussion Group. Foster/Adoptive parents will have the opportunity to network and support each other in the care of their foster children. Access is 24 hours a day, 7 days a week.</p>	<p>Increase the number of persons signed up for Discussion Groups by recruiting foster and adoptive parents through NFAPA and by participating in presentations.</p> <p>Utilizing Internet-based tools to raise visibility and awareness of resources.</p> <p>Generating and distributing basic promotional materials and articles.</p> <p>Publicizing the website</p>	<p>An increase of 2% above the number reported at the beginning of the grant period</p>
<p>...by increasing Discussion Group participation. Increasing participation will help foster/adoptive parents gather tips, examples of what might work in a situation, learn new things, etc...</p>	<p>Develop topics for discussion, polling subscribers and providing an on-line news letter.</p> <p>Utilizing Internet-based tools to raise visibility and awareness of resources.</p> <p>Generating and distributing basic promotional materials and articles.</p> <p>Publicizing the website</p>	<p>An increase of 2% above the number reported at the beginning of the grant period</p>
<p>... by maintaining a World Wide Web resource for foster and adoptive families, Grandparents as Caregivers of special needs children as part of the overall Answers4Families project. Training individuals on the use of the website</p>	<p>Designing and maintaining a user-friendly web-site format.</p> <p>Developing and maintaining features which enhance the usability of the site and information.</p> <p>Maintain information aimed at enhancing recruitment and support of foster and adoptive families</p> <p>Linking to relevant, credible sources of information.</p> <p>Individual pages within the first four "levels" of the Answers4Families site will be reviewed The home page is</p>	<p>Monthly</p> <p>Minimum of weekly</p> <p>Minimum of monthly</p> <p>Minimum of monthly</p> <p>Once every six months</p>

	<p>identified as the first "level" and each target group home page is the second "level".</p> <p>The first two levels will be reviewed at least monthly.</p> <p>Levels three, (internal pages that link off of the target group homepage.) and level four (described as pages linked from a level three page), is to be reviewed.</p> <p>Pages will be inspected by a software program and a report will be generated identifying errors such as "bad" links.</p> <p>Post information regarding support groups in Nebraska and training events for foster & adoptive parents.</p>	<p>Monthly</p> <p>Every six months</p> <p>Errors will be corrected within one week of discovery</p> <p>Monthly</p>
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...by providing 1 (800)746-8420 for individuals to call for questions	Point potential users to Internet-based resources (public access sites, free e-mail programs, internet search tools, other discussion groups, etc.).	Record the number of calls pertaining to foster/adoptive care
...by providing "Ask an Expert" and "Ask Rx". Foster/Adoptive parents can send in questions to either the expert or Rx and receive confidential reply from the expert or pharmacists.	Publicizing the website features to the foster/adoptive parents. Write articles for NFAPA.	Record the number of questions.
...by maintaining a list of events, trainings and conferences	Research all events, trainings and conferences that may be of interest to foster/adoptive parents, and grandparents	Record the number of events and report them monthly

Permanency Outcome:**Placement Stability**

- Two or Fewer Placement Settings for Children in Care for Less Than 12 Months
- Two or Fewer Placement Settings for Children in Care for 12 to 24 Months
- Two or Fewer Placement Settings for Children in Care for 24 Months or More

Absence of Maltreatment in Foster Care Indicator**Goal # 2: Support Foster Youth:**

	Activity	Performance Measure
... by maintaining a web-based Discussion Group. Foster Youth will have the opportunity to network and support each other while in foster care. Access is 24 hours a day, 7 days a week.	Increase the number of persons signed up for Discussion Groups by recruiting foster youth through the Foster Youth Advisory Council	An increase of 2% above the number reported at the beginning of the grant period
...by increasing Discussion Group participation. Increasing participation will help foster/adoptive parents gather tips, examples of what might work in a situation, learn new things, etc...	Develop topics for discussion, polling subscribers and providing an on-line news letter. Foster youth will have forums to discuss topics identified by the youth, youth council and CCFL staff	An increase of 2% above the number reported at the beginning of the grant period
...by maintaining a World Wide Web resource for foster youth as part of the overall Answers4Families project. Areas that will be targeted will be independent living, employment, housing, education and transitioning out of foster care. Training individuals on the use of the website	Designing and maintaining a user-friendly web-site format.	Monthly
	Developing and maintaining features which enhance the usability of the site and information.	Minimum of weekly
	Maintain information aimed at enhancing recruitment and support of foster and adoptive families	Minimum of monthly
	Linking to relevant, credible sources of information.	Minimum of monthly
	Individual pages within the first four "levels" of the Answers4Families site will be reviewed The home page is identified as the first "level" and each target group home	Once every six months

	<p>page is the second "level".</p> <p>The first two levels will be reviewed at least monthly.</p> <p>Levels three, (internal pages that link off of the target group homepage.) and level four (described as pages linked from a level three page), is to be reviewed.</p> <p>Pages will be inspected by a software program and a report will be generated identifying errors such as "bad" links.</p>	<p>Monthly</p> <p>Every six months</p> <p>Errors will be corrected within one week of discovery</p>
...by providing 1 (800)746-8420 for individuals to call for questions	Point potential users to Internet-based resources (public access sites, free e-mail programs, internet search tools, other discussion groups, etc.).	Record the number of calls pertaining to foster youth
...by working with the Nebraska Foster Youth Advisory Council, help recruit council members,	<p>The Council will advise staff on content, and will identify needed information that may be lacking on the website.</p> <p>Council minutes and information will be listed on the website</p>	The project will continually survey, and get feedback at each Council meeting
...by maintaining a list of events, trainings and conferences	Research all events, trainings and conferences that may be of interest to foster/adoptive parents, and grandparents	Record the number of events and report them monthly

Permanency Outcome:**Placement Stability**

- Two or Fewer Placement Settings for Children in Care for Less Than 12 Months
- Two or Fewer Placement Settings for Children in Care for 12 to 24 Months
- Two or Fewer Placement Settings for Children in Care for 24 Months or More

Absence of Maltreatment in Foster Care Indicator**Goal #3: Provide Resources for Protection and Safety Workers,
Foster/Adoptive Parents, Grandparents as Caregivers, and Foster
Youth**

	Activity	Performance Measure
...by maintaining the Nebraska Resource and Referral System (NRRS) which provides information, such as child care, respite, housing, medical, educational, etc...	Review and edit current resources and add new ones.	Every six months will be tracked by the "last modified" date.
...by increasing awareness of the NRRS.	Write articles for newsletters, direct mailing, exhibits at conferences, train users on the features the NRRS has to offer.	The number of hits per month to the web site will be tracked and reported monthly.
...by providing 1 (800)746-8420 for individuals to call for questions	Point potential users to Internet-based resources (public access sites, free e-mail programs, internet search tools, other discussion groups, etc.).	Record the number of calls.

**Permanency Outcome: Permanency for Children and Youth in Foster Care
for Long Period of Time:**

- Exits to Permanency Prior to the Child's 18th Birthday for Children in Care for 24 Months of Longer
- Exits to Permanency for Children Free for Adoption
- Children Emancipated Who Were in Foster Care for 3 Years or More

**Goal #1: Support Nebraska Foster Youth who are transitioning out to
Independent Living:**

	Activity	Performance Measure
...by maintaining a World Wide Web resource for foster youth as part of the overall Answers4Families project. Areas that will target independent living, employment, housing, education and transitioning out of foster care.	Developing and maintaining features which enhance the usability of the site and information. This includes, podcasts, interviews etc...	Monthly
	Maintain information aimed at enhancing independent living, problem solving, relationships etc...	Monthly
	Linking to relevant, credible sources of information.	Monthly
...by providing training for individuals on the use of the website.	Develop snip its for "just in time" training on how to use the website.	Record trainings and the number of users
...by maintaining the Nebraska Resource and Referral System (NRRS) which provides information, such as legal, housing, medical, and educational, etc...	Review and edit current resources and add new ones.	Every six months will be tracked by the "last modified" date.

IV. DEPARTMENT RESPONSIBILITIES

The Department shall be responsible for the following:

- A. Promote the use of the web-site and e-mail discussion groups:
 - 1. Make information on Discussion Groups available to foster and adoptive parents.
 - 2. Respond to question from Answers4Families users that are specific to services available through the Nebraska Department of Health & Human Services.
- B. Provide relevant material for the website concerning Foster and Adoptive Parenting.
 - 1. Provide material in Microsoft Word or WordPerfect to be posted on the Answers4Families website.
 - 2. Notify Answers4Families staff of changes to posted information.
 - 3. Provide information for posting from professional contacts both within and outside of HHS.
- C. Promote the use of the Answers4Families:
 - 1. Publicize the website, e.g., information in agency newsletters, mailings, and at relevant conferences and meetings.
 - 2. Notify Answers4Families staff of conferences and meetings at which Answers4Families staff may provide displays or presentations to promote its use among target groups.
 - 3. Encourage staff and consumers to utilize Answers4Families.
- D. Monitor website activity and discussions:
 - 1. Evaluate and respond to concerns arising from Discussion Groups, as the Recipient brings them to the attention of DHHS.
 - 2. Randomly review posted material for relevance and accuracy on a quarterly basis.
 - 3. Attend meetings scheduled between the Recipient and the Department and other stakeholders on at least a quarterly basis.

V. GENERAL PROVISIONS

- A. ACCESS TO RECORDS AND AUDIT LIABILITY. All University books, records, and documents relating to work performed or monies received under this grant shall be subject to audit at any reasonable time upon the provision of reasonable notice by the Department. These records shall be maintained for a period of three (3) years; provided however, records that fall under the provision of HIPAA shall be maintained for six (6) full years, from the date of final payment, or until all issues related to an audit, litigation or other action are resolved, whichever is longer. All records shall be maintained in accordance with generally accepted accounting principles. In addition to, and in no way in limitation of any obligation in this grant, the University shall agree that it will be held liable for audit exceptions, and shall return to the Department all payments made under this grant for which an exception has been taken or which has been disallowed because of such an exception. The University agrees to correct immediately any material weakness or condition reported to the

Department in the course of an audit. This provision shall survive termination of this grant.

- B. AMENDMENT. This grant may be modified only by written amendment, duly executed by both parties. No alteration or variation of the terms and conditions of this grant shall be valid unless made in writing and signed by the parties hereto. Every amendment shall specify the date on which its provisions shall be effective.
- C. ASSIGNMENT. The University agrees not to assign or transfer any interest, rights, or duties under this grant to any person, firm, or corporation without prior written consent of the Department. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this grant.
- D. AVAILABILITY OF FUNDING. Due to possible future reductions in State and/or Federal appropriations, the Department cannot guarantee the continued availability of funding for this grant notwithstanding the consideration stated above. In the event funds to finance this grant become unavailable either in full or in part due to such reductions in appropriations, the Department may terminate the grant or reduce the consideration upon notice in writing to the University. The Department shall be the final authority as to the availability of funds. The effective date of such grant termination or reduction in consideration shall be specified in the notice as the date of service of said notice or the actual effective date of the funding reduction, whichever is later. Reductions shall not apply to payments made for services satisfactorily completed and all non-cancelable commitments incurred prior to the said effective date. In the event of a reduction in consideration, the University may terminate this grant as of the effective date of the proposed reduction upon the provision of advance written notice to the Department.
- E. BREACH OF GRANT.
 - 1. Should the University breach this grant, the Department may, at its discretion, exercised in good faith, suspend performance under this grant immediately upon written notice to the University. Should the Department exercise its right to suspend performance as set forth herein, the University shall be afforded a reasonable opportunity, not to exceed 30 days, to cure or otherwise resolve the breach. If the University does not cure the breach within the timeframe specified by the Department, the Department may terminate the grant immediately. In the event the Department suspends performance or terminates this grant, the Department shall pay the University only for such performance as has been properly completed prior to notice of suspension or termination.
 - 2. In the event the Department terminates this grant, the University shall provide to the Department all work in progress, work completed, and materials provided to it by the Department in connection with this grant immediately. This provision shall not preclude the pursuit of other remedies for breach of grant allowed by law.

3. The waiver by either party of a breach of this grant by the other party shall not operate or be construed as a waiver of any subsequent breach. No waiver shall be valid unless in writing and signed by the party.
- F. CONFIDENTIALITY. The University agrees that any and all information gathered in the performance of this grant, either independently or through the Department, shall be held in the strictest confidence and shall be released to no one other than the Department without the prior written authorization of the Department unless otherwise expressly required by law, provided, that contrary grant provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. This provision shall survive termination of this grant.
- G. CONFLICTS OF INTEREST. In the performance of this grant, the University agrees to avoid all conflicts of interest and all appearances of conflicts of interest; the University will notify the Department of any such instances encountered in the course of its work that other arrangements can be made to complete the work. The University further agrees to abide by University of Nebraska Board of Regents Bylaws 3.4.5 and 3.8 and Board of Regents Policy 3.2.8 on Conflict of Interest.
- H. COST PRINCIPLES AND AUDIT REQUIREMENTS. The University is to follow the cost principles set forth in OMB Circular A-21 for Educational Institutions. Audit requirements are dependent on the total amount of federal funds received by the University. See the table below and Attachment 1, Audit Requirement Certification form. Audits must be prepared and issued by an independent certified public accountant licensed to practice in the State of Nebraska. A copy of the financial review or audit is to be made electronically available or sent to: Nebraska Department of Health and Human Services, Financial Services, P.O. Box 95026, Lincoln, NE 68509-5026.

Amount of annual federal payments	Audit Type
<i>Less than \$500,000</i>	<i>Audit that meets Government Auditing Standards</i>
<i>\$500,00 or more in federal payments</i>	<i>A-133 audit</i>

- I. DATA OWNERSHIP AND COPYRIGHT.
1. All data collected as a result of this project shall be the property of the Department. The University may copyright any of the copyrightable material produced in conjunction with the performance required under this grant. The Department and the appropriate federal funding agency hereby reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for State or Federal Government purposes. The University will have the right to submit a written request for release of data of relevance to academic publications or other research conducted by the University, and the Department will make a written

response to such request. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this grant.

2. The Department agrees that all inventions or discoveries of any new and useful process, machine, manufacture or composition of matter, or any new and useful improvement thereof, produced by the University based upon said data shall be the property of the University.
 3. When the services performed under this grant are complete, or the Department has made the information available to the public, the University will no longer be obligated to obtain Departmental authorization, pursuant to subsection 1 of this Data Ownership and Copyright provision, for use of the data developed in conjunction with this grant. Notwithstanding the foregoing, the University may not release any data or information that has been identified by the Department as being, or that the University is otherwise aware is, subject to provisions governing disclosure under federal or state law, including, but not limited to the Health Insurance Portability and Accountability Act (HIPAA) 42 U.S.C. §§ 201 et seq.; and Neb. Rev. Stat. § 84-712.05 unless the University has prior written authorization from the Department. This provision shall survive termination of this grant.
- J. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The University certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- K. DOCUMENTS INCORPORATED BY REFERENCE. All references in this grant to laws, rules, regulations, guidelines, directives, policies, and attachments which set forth standards and procedures to be followed by the University in discharging its obligations under this grant shall be deemed incorporated by reference and made a part of this grant with the same force and effect as if set forth in full text, herein.
- L. DRUG-FREE WORKPLACE. The University hereby assures the Department that it will operate a drug-free workplace in accordance with State guidelines and has implemented a drug-free workplace policy, which is available to the Department on request.
- M. FEDERAL FINANCIAL ASSISTANCE. The University agrees that its performance under this grant will comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The University further agrees that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- N. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this grant due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach

of this grant. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this grant which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a "Force Majeure Event" and will not suspend performance requirements under this grant.

O. HOLD HARMLESS.

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

P. INDEPENDENT AGENCIES. The University and the Department are separate State agencies within the State of Nebraska. As an independent agency, the University shall employ and direct such personnel as it requires to perform its obligations under this grant, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this grant.

Q. INTEGRATION. This written grant represents the entire grant between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this grant.

R. LOBBYING.

1. If the University receives federal funds through the Department, for full or partial payment under this grant, then no federal appropriated funds will be paid, by or on behalf of the University, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant or (a) the awarding of any federal grant; (b) the making of any federal grant; (c) the entering into of any cooperative grant; and (d) the extension, continuation, renewal, amendment, or modification of any federal grant, grant, loan, or cooperative grant.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, the University shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

S. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The University agrees to ensure compliance with current Nebraska Access Technology Standards. The intent is to ensure that all newly procured information technology equipment;

software and services can accommodate individuals with disabilities. Information technology products, systems, and services including data, voice, and video technologies, as well as information dissemination methods will comply with the Nebraska Technology Access Standards. A complete listing of these standards can be found at website <http://www.nitc.state.ne.us/standards>.

- T. NON-DISCRIMINATION. The parties agree to comply fully with Title VI of the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973, Public Law 93-112, as amended; the Americans With Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, as amended, in that there shall be no discrimination against any employee who is employed in the performance of this grant, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The parties agree that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the party. The University further agrees to insert similar provisions in all sub-grants for services allowed under this grant under any program or activity.
- U. PROMPT PAYMENT. Payment will be made in conjunction with the Prompt Payment Act of the State of Nebraska. The Department may request that payment be made electronically instead of by State warrant.
- V. SEVERABILITY. If any term or condition of this grant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this grant did not contain the particular provision held to be invalid.
- W. SUBGRANTORS. The University agrees that subgrantors will not be utilized in the performance of this grant unless the University has obtained prior written authorization for the use of subgrantors from the Department. If the University subgrants a portion of the work involved in this grant and has obtained approval for such subgranting, it shall ensure that the subgrantor complies with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this grant.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this grant shall be sent to the following addresses:

FOR THE DEPARTMENT:

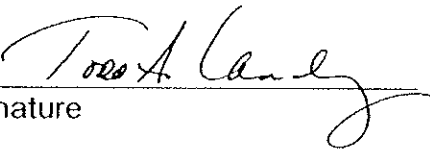
Rita Krusemark, Program Specialist
Child Welfare Unit
Division of Children and Family Services
P.O. Box 95026
Lincoln, NE 68509-5026
402-471-9254

FOR THE UNIVERSITY:

Jeanne Wicks
Director of Sponsored Programs
312 N. 14th Street
Lincoln, NE 68588-0430
402-472-1825

IN WITNESS THEREOF, the parties have duly executed this grant hereto, and each party acknowledges the receipt of a duly executed copy of this grant with original signatures.

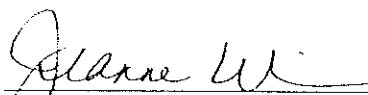
FOR THE DEPARTMENT:


Signature

Todd A. Landry
Director
Division of Children and Family Services
Department of Health and Human Services

DATE: 7/25/08

FOR THE BOARD OF REGENTS
UNIVERSITY OF NEBRASKA:


Signature

Jeanne Wicks
Director of Sponsored Programs
University of Nebraska Lincoln

DATE: 8.13.8

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
Division of Children and Family Services
AUDIT REQUIREMENT CERTIFICATION

Subgrantees and certain grantors receiving funds from the Nebraska Department of Health and Human Services are required to complete this document. Reference to the Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, in this document is "Circular A-133".

Grant Name _____ Grant # _____ CFDA* # _____

Promoting Safe and Stable Families, Grant #, CFDA Number, 93.556

*(Catalog of Federal Domestic Assistance)

Name: Board of Regents of the University of Nebraska ("University")

Address: 312 N. 14th Street Alex West

City: Lincoln State: Nebraska Zip Code: 68588-0430

FTIN** 47-0049123

University's Fiscal Year July 1, 2008 to June 30, 2009

**Federal Tax Identification Number

Check either 1 or 2 and complete the signature block on page 2:

1. ☐ As the University named above, we expect to expend less than \$500,000 from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are not subject to the audit requirements of Circular A-133.

We are, however, responsible for engaging a licensed Certified Public Accountant (CPA) to conduct and prepare either, a review (expenditures less than \$75,000) or audit report (expenditures \$75,000-\$499,999) of our organization's financial statements and a report issued by the CPA. We acknowledge the audit must be completed no later than nine months after the end of our organization's current fiscal year. A copy of the report must be submitted to the Nebraska Department of Health and Human Services Finance and Support address as shown below.

2. ☒ As the University named above, we expect to expend \$500,000 or more from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore we are subject to the single audit requirements of Circular A-133.

We will engage a licensed Certified Public Accountant to conduct and prepare the audit of our organization's financial statements and components of the single audit pertaining

to those financial statements. We acknowledge the audit must be completed no later than nine months after the end of our current fiscal year.

We further acknowledge, as the University, that a single audit performed in accordance with Circular A-133 must be submitted to the Federal Audit Clearinghouse. The reporting package, as evidence the audit was completed must contain:

- The University's financial statements,
- a schedule of Expenditure of Federal Awards,
- a Summary Schedule of Prior Audit Findings (if applicable),
- a corrective action plan (if applicable) and
- the auditor's report(s) which includes an opinion on this University's financial statements and Schedule of Expenditures of Federal Awards, a report on this University's internal control, a report on this University's compliance and a Schedule of Findings and Questioned Costs.

We further acknowledge the auditor and this University must complete and submit with the reporting package a Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations (SF-SAC).

We further acknowledge a copy of this University's financial statements, auditor's report and SF-SAC must be submitted, at the time these documents are submitted to the Federal Audit Clearinghouse, to the:

Nebraska Department of Health and Human Services
Financial Services
Grants and Cost Management
P.O. Box 95026
Lincoln, NE 68509-5026

or the University must notify the Department when the reporting package becomes available and provide the Department with access to an electronic version of its annual audit and financial report. Notification of availability will be sent to the Nebraska Department of Health and Human Services, Financial Services, Grant and Cost Management in a format similar to the following:

The University's latest A-133 Audit is now available for your use at:
http://www.nebraska.edu/news/audit_2006

The University's financial report is available at:
<http://www.nebraska.edu/news/CAFR2006.pdf>

Jeanne Wicks
Print/Type Name
Jeanne Wicks
Signature
8-13-08
Date

Director, Office of Sponsored Programs
Print/Type Title
(402) 472-3171
Telephone Number

	A	B	C	D	E	F
1	Foster Care & Adoption 7/1/08-06/30/09			7/1/08		
2				to		
3				6/30/09		
4		Annual	FTE			
5	Personnel		0.39	18,596.77		
6						
7	Project Director	\$ 55,703	9%	5,013.27		
8	Marketing Coordinator	\$ 28,000	4%	1,120.00		
9	Computer Programmer	\$ 52,100	6%	3,126.00		
10	Project Assistant	\$ 31,050	20%	6,210.00		
11	Computer Programmer	\$ 41,700	8%	3,127.50		
12						
13	Fringe	(Rate)	28.00%	5,207.22		
14						
15	Project Director			1,403.72		
16	Marketing Coordinator			313.60		
17	Computer Programmer			875.28		
18	Project Assistant			1,738.80		
19	Computer Programmer			875.82		
20						
21	Supplies/Equipment/Operating			978.20		
22	Printing/Postage			142.00		
23						
24	Promotional Brochures			318.20		
25	Operating					
26	Phone			518.00		
27						
28	Travel			600.00		
29						
30	Travel			600.00		
31						
32	Total Direct			25,382.19		
33						
34	Total Indirect Costs			6,599.37		
35						
36	Total			31,981.55		31,981.55